

## Enhance your knowledge and technical skills.

### Categories of Courses:

#### **Technical Skills:**

Microsoft, Macromedia, Databases, Project Management, Linux, Lotus, and Web Development. To see a catalog listing of all the Technical courses, link to the following web site:

<http://www.skillssoft.com/corporate/curricula/techskl.htm>

#### **Business Skills:**

Leadership, Management, Team Building, Communications, Human Resources, and Personal Development. To see a catalog listing of all the Business courses, link to the following web site:

<http://www.skillssoft.com/corporate/curricula/bskills.htm>

#### **Home and Personal Skills:**

Home user: PC Maintenance, Personal Finance, Office, and Web Power. To see a catalog listing of all the personal courses, link to the following web site:

<http://www.skillssoft.com/corporate/curricula/homepc.htm>

### **WHAT COURSES ARE AVAILABLE:**

There are 250 Courses in our library. They are updated every six months from a master library of 3000+ courses.

#### **To see Library courses:**

<http://www.doc.state.ne.us/training/courses.htm>

Some of the more popular courses are:

**Desktop Skills:** Word, Excel, Access, PowerPoint, Outlook, Office, Visio, Windows, and Lotus Notes.

**Web Page Development:** HTML, Dream Weaver, JAVA 2, Front Page, C++ , Java Script, XML, and Fireworks.

**IT Skills:** Crystal Reports, MS SQL Server, Systems Database Design, Wireless Communications, Linux , Network Administration.

**Business Skills:** Administrative, Communications, Customer Service, Human Resources, Management, and Personal Development.



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## **STATE OF NEBRASKA**

### **DIVISION OF COMMUNICATIONS**

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#### **COMPUTER BASED TRAINING**

Enhance your Knowledge and  
Technical skills with

# *CBT*



## WHAT IS COMPUTER BASED TRAINING?

**It is an option for users** to take a training course over the Internet to improve their knowledge of computers, software programs, and professional development skills.

## WHY USE CBT TRAINING?

**Several advantages to Computer Based Training (CBT) are:**

1. **In trying economic times**, agencies can realize substantial cost savings due to the reduction of travel expenses. No longer do you need to depend on getting an instructor and students together at the same time for a class. Students and instructors don't need to miss work, and employees who participate are in the program because they want to gain knowledge – a key for effective learning.
2. **Stay current with technology** by having access to training material that is updated as technology changes. The online nature of this e-learning also allows courses and material to be updated instantly and allows students to retrieve materials when they want. It is like having immediate access to an on-line Help Desk.

3. **E-learning is very beneficial** when funding is limited. Computer Based Training can leverage the benefits of technology to provide training to employees anywhere and anytime. This is particularly helpful when staffing requirements require new skills to be acquired by existing staff.
4. **Students control the pace** of their learning and can do so from their own office. One school of thought maintains that there are higher retention rates for materials learned through this method.
5. **Opportunities to incorporate e-learning** in a blended learning environment by combining the training with classroom time. Basic skills can be acquired through e-learning and then followed up with more advanced, in-classroom training.
6. **Review and retake** courses as needed without additional cost when annual agency packages are purchased.

**Questions or need  
Additional Courses?**

**Contact us at:**

[jpritcha@notes.state.ne.us](mailto:jpritcha@notes.state.ne.us)

**Or call ---- 402-471-4997**

## HOW WE CHARGE FOR THESE COURSES

The cost per year for this service to take any or all of the 250 courses is depicted in the following table:

Numbers of Agency Users	Cost per Year
1-9	\$520
10-49	\$2280
50-99	\$3110
100-199	\$4350
200-299	\$5385
300-499	\$6630
500-999	\$7870
1000-2999	\$11910
3000-4999	\$15013
5000-7999	\$16566
8000-9999	\$19155
10000-11999	\$21225
12000-above	\$28990

Additionally, we offer individual course access. These costs are: technical courses are \$90 each and non-technical courses are \$50 each.